

***City of Falcon Heights***  
**Regular Meeting of the City Council**  
**City Hall**  
**2077 W. Larpenteur Avenue**

**April 14, 1999**  
**A G E N D A**

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL:           GEHRZ \_\_\_ GIBSON TALBOT \_\_\_ HUSTAD \_\_\_  
                          JACOBS \_\_\_ KUETTEL \_\_\_ HOYT \_\_\_  
                          ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: March 24, 1999
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
  - 1. General disbursements through 4/7/99, \$123,220.96  
Payroll, 3/16/99 to 3/31/99, \$10,397.43
  - 2. Licenses
  - 3. Change in Mileage Reimbursement for 1999
  - 4. Consideration of a drug free workplace policy in conjunction with receipt of MCAD grant from the State Department of Human Services
  - 5. Appointment to the Middle Mississippi River Watershed Management Organization
- G. POLICY AGENDA:
  - 1. Consideration of the pending assessment for the Falcon Heights United Church of Christ property at 1795 Holton Avenue
  - 2. Request to participate in the Como/St. Anthony Park Fall Clean-up
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL:           GEHRZ \_\_\_ GIBSON TALBOT \_\_\_ HUSTAD \_\_\_  
                              JACOBS \_\_\_ KUETTEL \_\_\_ HOYT \_\_\_  
                              ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: March 24, 1999 (Tab #1)
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
  - 1. General disbursements through 4/7/99, \$123,220.96  
Payroll, 3/16/99 to 3/31/99, \$10,397.43 (Tab #2)
  - 2. Licenses (Tab #3)
  - 3. Change in Mileage Reimbursement for 1999 (Tab #4)
  - 4. Consideration of a drug free workplace policy in conjunction with  
receipt of MCAD grant from the State Department of Human Services  
(Tab #5)
  - 5. Appointment to the Middle Mississippi River Watershed Management  
Organization (Tab #6)
- G. POLICY AGENDA:
  - 1. Consideration of the pending assessment for the Falcon Heights  
United Church of Christ property at 1795 Holton Avenue (Tab #7)
  - 2. Request to participate in the Como/St. Anthony Park Fall Clean-up  
(Tab #8)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

# DRAFT

**City of Falcon Heights  
Regular City Council Meeting  
Minutes of 24 March 1999**

Mayor Gehrz called the meeting to order at 7:00 PM.

**PRESENT:** Gehrz, Gibson Talbot, Jacobs, Engineer Maurer, Administrator Hoyt

**ABSENT:** Kuettel, Hustad

## **COMMUNITY FORUM**

No one was present for the community forum.

## **MINUTES OF FEBRUARY 24 AND MARCH 10, 1999**

Minutes from the February 24, 1999 meeting were unanimously approved.

Minutes from the March 10, 1999 meeting were unanimously approved.

## **CONSENT AGENDA**

Mayor Gehrz moved item 4 on the consent agenda, scheduling a workshop for April 14, 1999, to the policy agenda.

Councilmember Talbot moved approval of the following consent agenda.

1. Disbursements
2. Licenses
3. Approval of James R. Ryle and Alan Johnson to the fire department
4. Request for authorization to contract for the city's spring and fall streetsweeping

## **POLICY AGENDA**

### **Report and Direction on the 1999 Street Improvement Project**

Terry Maurer, city engineer, reported on some additional information related to the 1999 street improvement project involving Asbury, Simpson, Pascal, Holton, Albert north of Ruggles, Ruggles and Crawford from Simpson to Pascal Street. He said that approximately 200 feet of water main will need to be lowered at the city's expense of \$60,000 since the main is 61/2 feet deep. He also discussed the possibility of a sidewalk on the northside of Garden Avenue from Snelling Drive to the school. He said the sidewalk would be desirable for pedestrians, but would conflict with many landscaping and driveway grades. He suggested that the council consider a white line down each side of the street to provide an indication that pedestrians use the area for walking. He also suggested that the council leave the parking along Garden posted as it currently is unless other problems surface. Finally, Engineer Maurer reported that Garden Avenue in front of the school would likely require reconstruction rather than major maintenance as part of this project at a cost of approximately \$180,000. He also explained that according to the city's assessment policy that the school district would be assessed for this additional reconstruction

work. The school district was not assessed for the reconstruction of Garden Avenue in the mid-1970's.

Councilmember Jacobs moved to lower the water main on the 200 feet of street at the city's cost, to provide a striped pedestrian area along Garden Avenue and to reconstruct rather than repair Garden Avenue in front of the school with the school district being assessed for the work according to the city's assessment policy. The motion passed unanimously.

**Consideration of resolution 99-08 authorizing the preparation of final plans and specifications and advertising for bid for the 1999 street improvement project.**

Councilmember Gibson Talbot moved approved of resolution 99-08. The motion passed unanimously.

**Consideration of resolution 99-09 declaring the amount to be assessed and authorizing the preparation of the proposed assessment for the 1999 street improvement project.**

Councilmember Jacobs moved approval of resolution 99-09 assessing \$602,000 for the cost of the 1999 street improvement project. The motion passed unanimously.

**Consideration of resolution 99-10 scheduling a public hearing on the proposed assessments for the 1999 street improvement project.**

Councilmember Gibson Talbot moved approved of resolution 99-10 scheduling a public hearing for 7:00 PM on April 28, 1999. The motion passed unanimously.

**Scheduling a workshop for Wednesday, 6:00 PM on April, 14, 1999.**

The council discussed a workshop on redevelopment financing. The April 14 date did not work for councilmembers so the workshop will be scheduled at a later date.

**ADJOURNMENT**

The meeting was adjourned at 8:10 PM.

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Susan Hoyt  
City Administrator  
Acting Recording Secretary

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Susan L. Gehrz, Mayor

CONSENT 1  
Meeting Date: April 14, 1999

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 4/7/99, \$123,220.96
2. Payroll, 3/16/99 to 3/31/99, \$10,397.43

ACTION REQUESTED: Approval

APPROVAL OF BILLS  
 PERIOD ENDING: 4-8-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	FBN, INC	CONSULTING(INTERNET/WEB)	-----	127.50
	FBN, INC	CONSULTING/CALENDARS	-----	425.00
	FBN, INC	CONSULTING WEB PAGE	-----	297.50
	FBN, INC	CONSULTING FRONT PAGEWEB	-----	212.50
	FBN, INC	CONFIGURE NEW PC,NETWORK	-----	255.00
	MINNESOTA STATE TREASURER	1ST QTR BLDG SURCHARGES	-----	116.19
	MUSKA ELECTRIC CO.	CITY HALL SIGN ELECT WK	-----	765.00
	ST. ANTHONY VILLAGE	FINAL 1998 POLICE SVCS	-----	27,000.00
	SPRINGSTED	DISCLOURE REPORTING SVC	-----	1,665.00
	*** TOTAL	FOR DEPT 00		30,863.69
	JOHN HUSTAD	NCL CONF WASH D.C.	LEGISLAT	412.40
	LEAGUE OF MN CITIES	LMC JUNE CONF REGISTRATN	LEGISLAT	280.00
	*** TOTAL	FOR DEPT 11		692.40
	AMERICAN OFFICE PRODUCTS	5 TONER CARTIDGES	ADMINIST	396.55
	AMERICAN OFFICE PRODUCTS	LEBELS/PENS	ADMINIST	88.99
	FBN, INC	16 MEG MEMORY	ADMINIST	74.40
	IVERSON, TERRY	MILEAGE REIMB-ADMIN	ADMINIST	13.00
	LEAGUE OF MN CITIES	ADDTL WORKMAND COMP PREM	ADMINIST	367.00
	LEAGUE OF MN CITIES	LMC ANNUAL CONF	ADMINIST	280.00
37390	MN DEPARTMENT OF REVENUE	MAR 16-31 STAE WITHHOLDG	ADMINIST	738.59
	MINNESOTA PLANNING COMMIS	99 MEMBERSHIPS	ADMINIST	35.00
	NCPERS GROUP LIFE INS	3/99 PHILLIPS	ADMINIST	12.00
37389	PERA	MAR 16-31 PERA WITHHOLDG	ADMINIST	1,254.58
	RAMSEY COUNTY	LOCAL GOVT ASSESEMENTS	ADMINIST	34.87
	TAFF, SUSAN HOYT	4/99 MILEAGE ALLOWANCE	ADMINIST	250.00
37384	U.S. POSTMASTER	POSTAGE	ADMINIST	1,320.00
	*** TOTAL	FOR DEPT 12		4,864.98
	A-2-Z DESKTOP PUBLISHING	PRINTING 50THBDAY SEALS	COMMUNIC	120.00
	CASH	50TH B-DAY MAILINGS	COMMUNIC	2.50
	CASH	PARKING-HISTORY MUSEUM	COMMUNIC	3.50
	CASH	FRAMES FOR 50TH	COMMUNIC	7.66
	CASH	50TH COMMITTE EXPS	COMMUNIC	11.79
	CASH	DECORATIONS 50TH	COMMUNIC	37.33
	CASH	OUTDOOR FLOWERS 50TH	COMMUNIC	63.84
	CASH	50TH BDAY PUNCH EXPS	COMMUNIC	11.88
37391	CLOVER SUPER FOODS	ICE CREAM FOR 50TH B-DAY	COMMUNIC	80.50
	COPY-RIGHT OF SNELLING	50TH BDAY GOLD LABELS	COMMUNIC	264.00
	COPY-RIGHT OF SNELLING	PRINTING-50TH BDAY	COMMUNIC	441.40
	COPY-RIGHT OF SNELLING	PRINTING-50TH BDAY	COMMUNIC	51.60
	JIM ECKBERG	BAND FOR 50TH BDAY PARTY	COMMUNIC	120.00
37396	KRIEGLER, CAROL	REIMB 50TH B-DAY EXPS	COMMUNIC	140.66
37387	DIANE MEYER	50TH B-DAY PAPER PRODUCT	COMMUNIC	110.99
37397	DIANE MEYER	REIMB 50TH BDAY EXPS	COMMUNIC	244.94
37395	BOBBY THOMAS	FILM DEVELOPING 50TH	COMMUNIC	15.00
37392	ROLAND OLSON	SUPPLIES& PUNCH 50TH BDAY	COMMUNIC	97.20
	OXYGEN SERVICE COMPANY	HELIUM FOR 50TH BDAY	COMMUNIC	53.65
	U.S.TOY CO/CONSTR PLAYTHG	KAZOOS FOR ICE CREAMSOCL	COMMUNIC	114.85
	*** TOTAL	FOR DEPT 16		1,993.29
	CASTLE INSPECTION SVC	1ST QTR BLDG INSPECTFEES	PLANNING	3,368.63

\*\* This is a final billing from St Anthony Village. They under-billed us monthly on their invoices resulting in a final payment for 1998.

APPROVAL OF BILLS  
PERIOD ENDING: 4-8-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	CASTLE INSPECTION SVC	1ST QTR PLUMBING FEES	PLANNING	123.00
	DAHLGREN SHARDLOW & UBAN	ADDTL COST BEHRENS ISSUE	PLANNING	10.81
37392	PAKOY, GENE	1ST QTR MECHANICALS 1-21	PLANNING	1,024.69
	*** TOTAL	FOR DEPT 17		4,527.13
	ST. ANTHONY VILLAGE	4/99 POLICE SVCS	POLICE	31,792.25
	*** TOTAL	FOR DEPT 22		31,792.25
	HUGHES & COSTELLO	4/99 PROSECUTIONS	PROSECUT	2,258.50
	*** TOTAL	FOR DEPT 23		2,258.50
	AMERIPRIDE LINEN&APPAREL	LINEN FOR FIRE DEPT	FIRE FIG	38.99
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	38.99
	AWARDS BY HAMMOND	FIRE FIGHTERS PLAQUE ENG	FIRE FIG	32.00
37385	BUREAU CRIMINAL APPREHEN.	BACKGROUND CHECK	FIRE FIG	8.00
	COLONIAL INSURANCE	3/99 BAUMAN	FIRE FIG	29.65
	CY'S UNIFORMS	COLLAR EMBLEMS-FIRE FIGH	FIRE FIG	11.42
	FIRE EQUIPMENT SPECIALTIE	SCBA REPAIR REGULATORS	FIRE FIG	569.90
	JOE KRAJEWSKI	3 CTR PUNCHS REIMB	FIRE FIG	9.00
	JOE KRAJEWSKI	REIMB FOR FIRE SCHOOL EX	FIRE FIG	155.40
37394	AL HERNANDEZ	PICTURES/50TH B-DAY	FIRE FIG	106.09
	INSTY-PRINTS PLUS	INCIDENT REPORTS	FIRE FIG	115.24
	JANKE, KATHLEEN	4/99 FIRE HALL CLEANING	FIRE FIG	80.00
	M-75 BUILDING MAINTENANCE	3/99 CLEANING FIRE HALL	FIRE FIG	206.88
	MN STATE FIRE DEPT. ASSOC	99 MEMBERSHIPS	FIRE FIG	120.00
	NCPERS GROUP LIFE INS	3/99 BAUMAN	FIRE FIG	12.00
	OXYGEN SERVICE COMPANY	OXYGEN AND COMPRESSED AIR	FIRE FIG	49.50
	OXYGEN SERVICE COMPANY	COMPRESS AIR	FIRE FIG	31.89
	ROSEVILLE RADIO	4 BATERIES FOR CP300	FIRE FIG	191.70
	SOUTH CENTRAL TECH COLLEG	FIRE SCHOOL-4 FIREFIGHTS	FIRE FIG	220.00
	SUBURBAN HARDWARE	CLEANING SUPPLIES	FIRE FIG	23.92
	SPEEDWAY SUPERAMERICA LLC	FUEL	FIRE FIG	41.18
	SUPERIOR PRINTWEAR	SWEATS AND T-SHIRTS	FIRE FIG	712.10
	TARGET	PORTRAITS -FIRE FIGHTERS	FIRE FIG	13.78
	TARGET	PORTRAITS -FIRE FIGHTERS	FIRE FIG	27.56
	USWEST COMMUNICATIONS	TELE CHRGS TO 4/1	FIRE FIG	174.74
37386	RAMSEY CO. FIRE CHIEFS	ANNUAL FIRE CHIEFS BANQU	FIRE FIG	72.00
	*** TOTAL	FOR DEPT 24		3,091.93
	COLONIAL INSURANCE	3/99 IVERSON	FIRE PRE	36.45
	IVERSON, TERRY	MILEAGE & 1ST INS REIMB	FIRE PRE	95.48
	MN IAAI	99 MEMBERSHIP	FIRE PRE	25.00
	NCPERS GROUP LIFE INS	3/99 IVERSON	FIRE PRE	12.00
	*** TOTAL	FOR DEPT 25		168.93
	BROWNING-FERRIS IND.	4/99 WASTE REMOVAL	CITY HAL	209.71
	CITY OF WHITE BEAR	3 EMPLOYEEES OSHA TNG	CITY HAL	180.00
	GLENWOOD INGLEWOOD	COOLER RENTAL FOR KITCHE	CITY HAL	9.00
	LINDERS GREENHOUSES	PLANTS/BULBS CITY HALL	CITY HAL	74.74
	MCI	TELEPHONE CHRGS/LONG DIS	CITY HAL	20.21
	NSP	GAS 4/1	CITY HAL	351.93
	NSP	ELECT TO 4/1	CITY HAL	711.45
	OXYGEN SERVICE COMPANY	PW ACETYLENE TANK RENT	CITY HAL	9.00

APPROVAL OF BILLS  
 PERIOD ENDING: \_4-8-99\_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	SUBURBAN HARDWARE	ROPE/BULBS/PLUMB SUPPLYS	CITY HAL	82.95
	USWEST COMMUNICATIONS	TELE CHRGS TO 4/1	CITY HAL	649.84
	*** TOTAL	FOR DEPT 31		2,298.83
	CARLSON EQUIPMENT COMP.	2 STREET BRROMS/HANDLES	STREETS	43.30
	CASH	ALUM PAINT FOR ST LIGHTS	STREETS	8.90
	KNOX LUMBER CO.	BLACKTOP PATCH	STREETS	29.08
	NSP	ST LIGHTS TO 4/1	STREETS	2,030.98
	NSP	ELECT TO 4/5	STREETS	77.56
	NSP	ELECT TO 4/1	STREETS	8.85
	NSP	ELECT TO 4/5	STREETS	14.68
	NSP	ELECT TO 4/3	STREETS	51.42
	NSP	ELECT 4/3	STREETS	21.75
	RAMSEY COUNTY	FEB 99 SNOWPLOWING/SANDG	STREETS	2,069.79
	SUBURBAN HARDWARE	HEDGE SHEARS CLEVELAND	STREETS	35.91
	SPEEDWAY SUPERAMERICA LLC	FUEL	STREETS	141.79
	T.A. SCHIFSKY & SONS, INC	ASPHALT PATCHING	STREETS	54.42
	*** TOTAL	FOR DEPT 32		4,588.43
	BATTERIES PLUS	BATTERY FOR JD 955	PARK & R	26.61
	ICMA RETIREMENT TRUST 457	MAERTZ 3/99	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	3/99 TRETSVEN	PARK & R	100.00
	NSP	PROTECTIVE LITES-COMM PK	PARK & R	22.56
	NSP	ELECT TO 4/3	PARK & R	21.75
	RENT ALL MINNESOTA INC	HEDGE CLIPPER RENTAL	PARK & R	105.85
	USWEST COMMUNICATIONS	TELE CHRGS TO 3/22	PARK & R	58.55
	*** TOTAL	FOR DEPT 41		435.32
	E-Z RECYCLING, INC.	3/99 RECYCLING CHRGS	SOLID WA	2,559.40
	*** TOTAL	FOR DEPT 56		2,559.40
	TED BECCHETTI	PICTURE RAILS-CITY HALL	GENERAL	425.00
	GATEWAY BUSINESS	GETEWAY 3-3200 COMPUTER	GENERAL	1,544.15
	GATEWAY BUSINESS	18" GATEWAY MONITOR	GENERAL	490.00
	ONE HOUR ROSEVILLE PHOTO	PHOTO FOR PERMANENT PHTO	GENERAL	524.74
37388	TRADEWIND PRODUCTS II	PERMANET PHOTO DISPLAY	GENERAL	352.02
	*** TOTAL	FOR DEPT 63		3,335.91
	ARC ACTION RADIO/COMMUNCT	MIBIL VHF RADIO/F-340TRK	PUBLIC W	533.99
	LONG LAKE TRACTOR & EQUIP	KUBOTA F3060 TRACTOR	PUBLIC W	22,530.41
	*** TOTAL	FOR DEPT 65		23,064.40
	NSP	EELCT TO 4/1	SANITARY	16.86
	NSP	ELECT 4/5	SANITARY	108.45
	RAMSEY COUNTY	1/3 SHARE LIFT STA EXPS	SANITARY	3,116.73
	*** TOTAL	FOR DEPT 75		3,242.04
	SPEEDWAY SUPERAMERICA LLC	FUEL	RESCUE S	7.44
	AIRTOUCH CELLULAR	CELLULAR CHRGS 3/99	RESCUE S	24.21
	*** TOTAL	FOR DEPT 76		31.65
	ROSEVILLE PARKS AND RECRE	COORDINATOR/TEEN GYM/SPE	MCAD	2,184.75
	BERNARDY, CONNIE LANNERS	APRIL 1-15 PROF SVCS	MCAD	1,227.13



APPROVAL OF BILLS  
PERIOD ENDING: 4-8-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
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		*** TOTAL FOR DEPT 84		3,411.88
		*** TOTAL FOR BANK 01		123,220.96
		*** GRAND TOTAL ***		123,220.96

C H E C K   R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	3 30 99	6 SUSAN GEHRZ	29326	286.06
COM	3 30 99	8 SAM JACOBS	29327	277.05
COM	3 30 99	10 JAN GIBSON TALBOT	29328	200.00
COM	3 30 99	11 JOHN HUSTAD	29329	277.05
COM	3 30 99	12 LAURA A. KUETTEL	29330	277.05
COM	3 30 99	35 LEO LINDIG	29331	63.66
COM	3 30 99	40 KEVIN ANDERSON	29332	116.75
COM	3 30 99	42 MICHAEL D. CLARKIN	29333	228.45
COM	3 30 99	47 NATHANIEL HEROLD	29334	55.41
COM	3 30 99	60 TERRY D. IVERSON	29335	29.56
COM	3 30 99	63 RACHELLE L. MARVIN	29336	59.31
COM	3 30 99	70 JUSTIN T. NOVAK	29337	46.17
COM	3 30 99	74 MARK J. ALLEN	29338	46.17
COM	3 30 99	75 JOSEPH P. KRAJEWSKI	29339	36.17
COM	3 30 99	1002 SUSAN HOYT TAFF	29340	1389.02
COM	3 30 99	1003 TERRY IVERSON	29341	1050.31
COM	3 30 99	1005 CAROL KRIEGLER	29342	970.00
COM	3 30 99	1007 PATRICIA PHILLIPS	29343	874.49
COM	3 30 99	1013 WILLIAM MAERTZ	29344	1073.09
COM	3 30 99	1033 DAVE TRETSEVEN	29345	814.60
COM	3 30 99	1103 DIANE MEYER	29346	647.66
COM	3 30 99	1118 SHAWN M. STRONG	29347	679.38
COM	3 30 99	1136 ROLAND O. OLSON	29348	900.02

COMPUTER CHECKS	10397.43
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

\*\*\*\*TOTALS\*\*\*\* 10397.43

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

GENERAL CONTRACTOR

C. Ting Insixiengmay	#99-513
Draintiling, Inc.	#99-514
Able Fence, Inc.	#99-515
Blacktop Driveway	#99-516

MECHANICAL CONTRACTOR

Fore Mechanical Inc.	#99-517
Krinkie Heating & AC	#99-518
Apollo Heating & Vent. Corp.	#99-519
Four Seasons Air Specialist	#99-520
Metropolitan Mechanical Contractors, Inc.	#99-521

TREE TRIMMING/TREATING/REMOVAL

Balsam Tree & Shrub Care Inc.	#99-522
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ACTION REQUESTED: Approval

CONSENT # 3  
Date: 04/09/99

ITEM: Change in Mileage Reimbursement for 1999

SUBMITTED BY: Roland O. Olson, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested: Request the per mile standard mileage reimbursement rate be lowered from 32.5 cents per mile to 31 cents per mile effective April 1, 1999. Effective April 1, 1999 the IRS lowered the standard mileage rate from 32.5 cents per mile to 31 cents per mile. This is the first time that the reimbursement rate has decreased. The 31 cents per mile rate will be effective for mileage allowances paid to employees for transportation expenses paid or incurred on or after April 1, 1999.

Meets goal # 4: To provide a responsive and effective city government.  
Strategy 6: To effectively manage the city's financial resources.

ACTION REQUESTED:

Approve the new IRS approved standard mileage rate of 31 cents per mile for mileage allowances paid to employees.

CONSENT 4  
Date: 4/14/99

ITEM: Consideration of a drug free workplace policy in conjunction with receipt of MCAD grant from the State Department of Human Services

REQUESTED BY: Sue Gehrz, Mayor, MCAD representative for Falcon Heights

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Roger Knutson, City Attorney

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to adopt a drug free workplace policy in order to meet the requirements of the Minnesota State Department of Human Services bi-annual grant of \$83,970 that the city receives for MCAD. The city has technically been the grant recipient for MCAD for the past five years since Roseville passed the role onto Falcon Heights. To receive this grant, which has some federal funding, the city must formally adopt a drug free workplace policy even though the city does not permit drug use or sales of drugs in the workplace. The proposed policy is standard language for a drug free workplace policy that is recommended by the state.

Meets goal # 1. To protect the public health and safety.

Background.

The city council approved the application for the MCAD grant for July 1, 1999 through June 30, 2001 and the consultant's contract on December 16, 1998.

In the past the city defined its role in the MCAD grant as being the fiscal agent, which requires auditing MCAD's accounts, receipting and expending funds and completing financial reports required by the state. However, recent checking into the terms of the grant finds that the city is actually the grant recipient because MCAD, which is comprised of Little Canada, Lauderdale, Roseville and Falcon Heights has intentionally remained fluid and has no formal organizational structure. Hence, MCAD cannot directly receive a grant. This clarification of the city's role does not change the nature of the work activities or the MCAD organization. Connie Bernardy administers the grant for MCAD and the city. She is a consultant not an employee of the city.

The MCAD grant is being charged for the auditing and the legal review required for administering this grant.

ATTACHMENT:

1 Proposed Drug Free Workplace policy

ACTION REQUESTED:

Approve the drug free workplace policy

## PROPOSED CITY OF FALCON HEIGHTS

### *DRUG FREE WORKPLACE POLICY*

The City of Falcon Heights (hereafter "city") agrees to comply with the 1988 Drug-Free Workplace Act P.L. 100-690, Title V, Subtitle D, requiring all federal grants/contracts to certify that they will provide a drug-free workplace. The Act requires the city to establish the following policy to maintain a drug free workplace and inform employees that the city will maintain the following policy:

1. The city prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace. Examples of a controlled substance include, but are not limited to marijuana, cocaine, heroin, and hallucinogens.
2. Employees who are found to be in violation of this policy will be subject to disciplinary action which may include dismissal if mandated by the city's personnel policies.
3. Employees are required to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace within five days of conviction. The employer will in turn notify the State within ten days after receiving notice of such conviction.
4. Employees convicted of a criminal drug statute violation occurring in the workplace will be subject to appropriate personnel action which may include suspension, termination or will be required to participate satisfactorily in a drug abuse assistance or rehabilitation program.

CONSENT 5

Date: 4/14/99

ITEM: Appointment to the Middle Mississippi River Watershed Management Organization

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is being asked to appoint an elected official or the city administrator to be a commissioner on the MMRWMO. The city administrator has filled this position in the past and is willing to continue to do so. There are quarterly meetings of the organization. The watershed management organization covers the west end of the Grove neighborhood.

ACTION REQUESTED:

Appoint Susan Hoyt as commissioner to the MMRWMO unless a councilmember wishes to serve in this role..

ITEM: Consideration of the pending assessment for the Falcon Heights United Church of Christ property at 1795 Holton Avenue

REQUESTED BY: Falcon Heights United Church of Christ

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Roger Knutson, City Attorney  
Terry Maurer, City Engineer

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to consider a revised payment schedule for the United Church of Christ to better accommodate the church's budget, which will cover the annual expenditure, without jeopardizing the full payment due to the city for the work. The proposed payment plan is for \$38,013.68 over a 20 year period at the anticipated 7% interest rate in almost equalized installments. The 20 years is being proposed because the church is being fully assessed for two streets rather than one, which is the typical situation in a street project. An alternative to the 10 year, but not 20 year is a 15 year plan. The typical anticipated payment for a tax paying residential property is \$1,500 to \$2,000 at 7% over a ten year period with higher payments at the front of the assessment. The higher payments over the first years coincide with the city's anticipated 10 year bond issue is structured with higher payments over the first five years.

Meets goal # 4. To provide a responsive and effective city government.

Background.

The Falcon Heights United Church of Christ owns property on Holton and Pascal Streets and will be assessed for at the non-taxpaying rate of \$52.50 per front foot. Had one of these streets been reconstructed in the 1991 street project, the Church would not be experiencing a pending assessment on both streets.

The Church understands and accepts the city's assessment policy, which requires non tax-paying properties to pay for the full cost a reconstruction project because it does not contribute to the city's capital funds that pay for the costs beyond the tax payers' assessment.

By restructuring the payment for the Church, which has a substantially higher assessment than the standard residential property, the city will not be jeopardizing its bond payments or its capital flow.



Restructuring the assessment payment stream is legal as long as it is applied to all properties with an assessment minimum of \$38,000.

The Roseville Area School District 623 has a pending assessment of \$ 69,526 for Garden and Ruggles. The school district has been notified in writing of pending assessments with this project on two occasions and has not requested any special consideration. The school district has a capital fund to cover capital costs. If the school district approaches the city about the pending assessment like the church did, the city can apply a similar policy. However, without the initiative on the part of the school, it seems prudent to maintain the standard ten year payment scheme.

**ATTACHMENTS:**

- 1 Letter from the Falcon Heights United Church of Christ representatives, dated 25 March 1999
- 2 10 year pay back with no equalization of payment
- 3 20 year pay back with equalized payments
- 4 15 year pay back with equalized payments

**ACTION REQUESTED:**

Summary of options

Discussion

If an alternate repayment schedule is desired, move to adopt one.



Church 2

## FALCON HEIGHTS UNITED CHURCH OF CHRIST

1795 Holton Street, Falcon Heights, Minnesota 55113

Phone: 612-646-2681  
FAX: 612-646-1677

March 25, 1999

MAR 25 1999

Rev. Dr. Norman R. Broadbent  
*Senior Minister*

Rev. Jane McMahill  
*Minister of Faith Education*

Kym & Jim Peitzman  
*Youth Ministry Team*

Warren West  
*Business Operations Associate*

Ed Jackson  
*Secretary/Office Manager*

Bruce Weber  
*Treasurer*

Conee Biggs  
*Moderator*

Ms. Susan Hoyt  
City Administrator  
City of Falcon heights  
2077 West Larpenteur Avenue  
Falcon Heights, Minnesota 55113

Dear Susan:

We want to thank you for meeting with us on March 22<sup>nd</sup> to explain the City's policy regarding our assessment for the proposed reconstruction of Holton and Pascal streets, which border our church. We now have a much clearer understanding of the City's philosophy and position regarding the costs and financing for this project.

We want to assure you that, as a member of this community, we agree with the parameters set forth for this project as it relates to us: the assessment of 724 feet of property at a rate of \$52.50 per foot. We believe that, consistent with the moral and ethical values we profess, it is our privilege to cooperate in every way possible with the direction and policies set forth for the community as a whole.

That is not to say, however, that the projected \$38,013 cost will be easy for us to bear. As a church, our only source of revenue is annual contributions from our members and friends. These are always given voluntarily, at whatever level people feel comfortable. Thus, the cost of this project must be borne out of our yearly operating budget. We have no capital reserves because we, as a matter of faith in action, direct any surplus funds into our ministries and programs. For 1999, our budget allocates 61% of our funds to staffing and their ministries, 17% directly to the programs of the church (youth ministries, education programs, etc.) and 22% to administration (utility bills, maintenance of our facility, equipment and supplies, etc.). Consequently, 78% of our funds are dedicated to staff and services not only for our members, but to others in Falcon Heights and the wider community beyond.

e-mail:  
ed.jackson@ecunet.org  
nbroadbent@ecunet.org  
NBroadb864@aol.com

web site:  
[www.mtn.org/uccdove](http://www.mtn.org/uccdove)

Daily Devotion Line:  
612-903-4037

For our house  
shall be called  
a house  
of prayer  
for all peoples.  
Isaiah 56:7

The \$38,013 projected assessment is more than double our allocation for youth ministries and education in our 1999 budget. This means we will need to cut either staff or programs (or perhaps both) to meet this obligation. To avoid such drastic cuts, we ask for assistance in arranging a flexible payment schedule that will minimize the impact of this assessment on our programs. We are in a somewhat unique situation in that streets on both sides of our property are being done at once, thus the high amount of property being assessed. If there is some way to even out the cost over time, it would help us rebalance our budget to meet all of our obligations.

We thank you for understanding and being sensitive to our situation. If we may provide any further information, please do not hesitate to call.

Sincerely yours,



Bruce Weber  
Treasurer

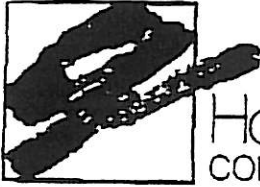


Rev. Dr. Norman Broadbent  
Senior Pastor



Warren West  
Business Office Associate

# Church Proposed Assessments <sup>4 copies</sup>



Howard R. Green Company  
CONSULTING ENGINEERS



March 23, 1999

## FAX TRANSMITTAL

6 page(s) including  
this page

### Notes:

**To:** SUSAN HOYT  
CITY OF FALCON  
HEIGHTS  
651-644-8675  
**John M. Anderson**  
JAnderson@HRGreen.com

**From:**  
651-644-4389 or  
888-368-4389

FAX: 651-644-9446

Susan

Attached are the payment scenarios you requested for  
Falcon Heights United Church of Christ.

If you have any questions please feel free to give me  
a call @ 651-644-4389

1326 Energy Park Drive  
St. Paul, MN 55108

Copies to  
follow:

Yes  No

**If you have received this fax in error,  
please notify Howard R. Green  
Company IMMEDIATELY by phone  
at 1-888-368-4389 and return the fax  
to us via U.S. Mail. This fax contains  
confidential information intended  
solely for the use of the individual or  
entity named above. If the recipient  
of this fax is not the addressee, or a  
designated responsible party  
thereof, you are notified that any  
dissemination or replication of the  
information is strictly prohibited.**

Payment w. no charge  
2  
10 years

ASSESSMENT SCHEDULE  
Constant Principal Payment Method

Project: Falcon Heights - 1999 Street Improvments  
Project No: 803490J  
Parcel: PIN 15-29-23-31-0060-0 & 15-29-23-34-0082-1

Owner: Falcon Heights United Church of Christ

Interest Start Date: 14-Apr-99  
Repayment Period: 10 yrs  
Interest Rate: 7.00%

Assessments:	Quantity	Unit Measure	Unit Price	Amount
A. Street Improvements	724.07	feet	52.50	\$ 38,013.68

YEAR	ANNUAL PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	PRINCIPAL REMAINING
0		\$ -	\$ -	\$ 38,013.68
1	\$ 9,254.51	\$ 3,801.37	\$ 5,453.14	\$ 34,212.31
2	\$ 6,196.23	\$ 3,801.37	\$ 2,394.86	\$ 30,410.94
3	\$ 5,930.13	\$ 3,801.37	\$ 2,128.77	\$ 26,609.57
4	\$ 5,664.04	\$ 3,801.37	\$ 1,862.67	\$ 22,808.21
5	\$ 5,397.94	\$ 3,801.37	\$ 1,596.57	\$ 19,006.84
6	\$ 5,131.85	\$ 3,801.37	\$ 1,330.48	\$ 15,205.47
7	\$ 4,865.75	\$ 3,801.37	\$ 1,064.38	\$ 11,404.10
8	\$ 4,599.65	\$ 3,801.37	\$ 798.29	\$ 7,602.74
9	\$ 4,333.56	\$ 3,801.37	\$ 532.19	\$ 3,801.37
10	\$ 4,067.46	\$ 3,801.37	\$ 266.10	\$ -
	<u>\$ 55,441.12</u>	Total Annual Payment		

→ Correction to hand det 3  
 w. P. 1 Agenda 15 yrs.

ASSESSMENT SCHEDULE  
 Constant Annual Payment Method

Project: Falcon Heights - 1999 Street Improvements  
 Project No: 303490J  
 Parcel: PIN 15-29-23-31-0060-0 & 15-29-23-34-0082-1

Owner: Falcon Heights United Church of Christ

Interest Start Date: 1-Oct-99  
 Repayment Period: 15 yrs  
 Interest Rate: 7.00%

Assessments:	Quantity	Unit Measure	Unit Price	Amount
A. Street Improvements	724.07	feet	\$2.50	\$ 38,013.68

YEAR	SCHEDULED PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	PRINCIPAL REMAINING
1999	\$ -	\$ -	\$ -	\$ 38,013.68
2000	\$ 5,726.53	\$ 1,512.74	\$ 4,213.79	\$ 36,500.94
2001	\$ 4,173.70	\$ 1,618.63	\$ 2,555.07	\$ 34,882.30
2002	\$ 4,173.70	\$ 1,731.94	\$ 2,441.76	\$ 33,150.37
2003	\$ 4,173.70	\$ 1,853.17	\$ 2,320.53	\$ 31,297.20
2004	\$ 4,173.70	\$ 1,982.89	\$ 2,190.80	\$ 29,314.30
2005	\$ 4,173.70	\$ 2,121.70	\$ 2,052.00	\$ 27,192.51
2006	\$ 4,173.70	\$ 2,270.21	\$ 1,903.48	\$ 24,922.39
2007	\$ 4,173.70	\$ 2,429.13	\$ 1,744.57	\$ 22,493.26
2008	\$ 4,173.70	\$ 2,599.17	\$ 1,574.53	\$ 19,894.09
2009	\$ 4,173.70	\$ 2,781.11	\$ 1,392.59	\$ 17,112.98
2010	\$ 4,173.70	\$ 2,975.79	\$ 1,197.91	\$ 14,137.19
2011	\$ 4,173.70	\$ 3,184.09	\$ 989.60	\$ 10,953.10
2012	\$ 4,173.70	\$ 3,406.98	\$ 766.72	\$ 7,546.12
2013	\$ 4,173.70	\$ 3,645.47	\$ 528.23	\$ 3,900.65
2014	\$ 4,173.70	\$ 3,900.65	\$ 273.05	(0.00)

\$ ~~38,013.68~~ Total Scheduled Payment

→ \$ 64,158.33

4  
20 yrs.

ASSESSMENT SCHEDULE  
Constant Annual Payment Method

Project: Falcon Heights - 1999 Street Improvments  
Project No: 803490J  
Parcel: PIN 15-29-23-31-0060-0 & 15-29-23-34-0082-1

Owner: Falcon Heights United Church of Christ

Interest Start Date: 1-Oct-99  
Repayment Period: 20 yrs  
Interest Rate: 7.00%

Assessments:	Quantity	Unit Measure	Unit Price	Amount
A. Street Improvements	724.07	feet	52.50	\$ 38,013.68

YEAR	SCHEDULED PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	PRINCIPAL REMAINING
1999		\$ -	\$ -	\$ 38,013.68
2000	\$ 5,141.05	\$ 927.26	\$ 4,213.79	\$ 37,086.41
2001	\$ 3,588.22	\$ 992.17	\$ 2,596.05	\$ 36,094.24
2002	\$ 3,588.22	\$ 1,061.63	\$ 2,526.60	\$ 35,032.61
2003	\$ 3,588.22	\$ 1,135.94	\$ 2,452.28	\$ 33,896.67
2004	\$ 3,588.22	\$ 1,215.45	\$ 2,372.77	\$ 32,681.22
2005	\$ 3,588.22	\$ 1,300.54	\$ 2,287.69	\$ 31,380.68
2006	\$ 3,588.22	\$ 1,391.57	\$ 2,196.65	\$ 29,989.11
2007	\$ 3,588.22	\$ 1,488.98	\$ 2,099.24	\$ 28,500.12
2008	\$ 3,588.22	\$ 1,593.21	\$ 1,995.01	\$ 26,906.91
2009	\$ 3,588.22	\$ 1,704.74	\$ 1,883.48	\$ 25,202.17
2010	\$ 3,588.22	\$ 1,824.07	\$ 1,764.15	\$ 23,378.10
2011	\$ 3,588.22	\$ 1,951.76	\$ 1,636.47	\$ 21,426.34
2012	\$ 3,588.22	\$ 2,088.38	\$ 1,499.84	\$ 19,337.97
2013	\$ 3,588.22	\$ 2,234.56	\$ 1,353.66	\$ 17,103.40
2014	\$ 3,588.22	\$ 2,390.98	\$ 1,197.24	\$ 14,712.42
2015	\$ 3,588.22	\$ 2,558.35	\$ 1,029.87	\$ 12,154.07
2016	\$ 3,588.22	\$ 2,737.44	\$ 850.78	\$ 9,416.63
2017	\$ 3,588.22	\$ 2,929.06	\$ 659.16	\$ 6,487.57
2018	\$ 3,588.22	\$ 3,134.09	\$ 454.13	\$ 3,353.48
2019	\$ 3,588.22	\$ 3,353.48	\$ 234.74	\$ (0.00)

\$ 73,317.27 Total Scheduled Payment

ITEM: Request to participate in the Como/St. Anthony Park Fall Clean-up

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to consider joining the St. Anthony Park and the Como neighborhoods in the fall clean-up campaign that they offer to their residents each fall on the State Fairgrounds. The city of St. Paul budgets for the project from tax dollars and also collects a fee for the clean-up activities. The clean-up provides opportunities to dispose of many items of which about 50% are recycled through the clean-up effort. St. Paul requests that Falcon Heights pay \$1,500 toward the clean-up or \$1.25 for the approximately 1,200 single family homes in Falcon Heights to cover the organizing and administrative costs that aren't covered through the fees. The neighborhoods also ask for 10 volunteers to help on collection day. If the city chooses to participate, staff recommends taking the \$1,500 out of the city's solid waste fund, which has an adequate fund balance to cover this expenditure. If participation is low, the city can consider not participating in the future.

Meets goal #4. To provide a responsive and effective city government.

Strategy 3. Maintain collaborative relationships with other entities.

Background.

The suggestion to inquire about participating in the St. Anthony Park/Como clean-up day came from Secretary Pat Phillips because she handles several calls a year from residents who want to dispose of a variety of items.

In 1990 the city of Falcon Heights held its last 'dump day' due to the cost of at least \$ 2,000 for 12 vehicles dropping off. With the increased requirements for disposal and the opportunity to recycle, the city could not do it on its own anymore.

The neighborhoods begin organizing and publicizing the event in late June of each year.

ATTACHMENTS:

1 Clean-up day flier with information on how it works

ACTION REQUESTED:

Review of the request

Discussion

Move to participate in the clean-up for \$1,500 if so desired.



# NEIGHBORHOOD CLEANUP 1998

SPONSORED BY THE  
ST. ANTHONY PARK COMMUNITY COUNCIL—District 12  
AND  
COMO PARK COMMUNITY COUNCIL—District 10

SATURDAY, SEPTEMBER 19, 1998

8:00 A.M. TO 2:00 P.M.

North End of State Fairgrounds

Corner of Hoyt and Snelling Avenues—Camel Lot

(See map on reverse to plan your trip)

## *Items Accepted at Dumpsite:*

- General Refuse: Excess refuse charge \$5.00 - \$10.00
- Scrap Metal—aluminum, iron, steel, copper, brass
- Car parts, any metal
- Batteries: no charge for household batteries; \$5.00 per car battery
- Carpets—\$2.00 per linear foot
- Concrete, Asphalt, rock—\$5.00 per load
- Tires (\$3.00 passenger tires, \$4.00 truck tires \$15.00 semi-tire, \$25.00 tractor tire)
- Brush and tree branches suitable for chipping (no larger than 6" diameter): \$5.00 per car load, \$15.00 per truck load. People with larger loads will be charged higher fees.
- Electronics: \$15.00 each
- Window Glass
- Mattresses: \$5.00 each
- Bicycles
- Reusable goods (for charitable distribution)
- Appliances: 7.00 plus an \$8.00 surcharge for air conditioners
- Clean wood
- Textiles
- Fluorescent lightbulbs
- Architectural Salvage
- Demolition: \$5.00 per load
- Foam
- Corrugated cardboard
- Small engines and lawnmower/snowblowers



## *Items not accepted at Dumpsite:*

Any Household Hazardous Waste—including paint, oil, paint thinners, strippers, solvents, pesticides, herbicides, freon, railroad ties, etc.... Call Ramsey County Household Hazardous Waste for proper disposal at 633-EASY (3279)

Cans, bottles, newspaper. These can be recycled on regular curbside recycling schedules. Call the Como Park Community Council at 644-3889 or the St. Anthony Park Community Council at 649-592 for recycling info.

*Senior or Handicapped Persons: For help in curbside pickup, call 649-5992. Only items placed on the curb will be picked up by our volunteers. Heavy refuse must be brought to the site. Crews are available to assist in yard and alley cleanup. Please call by Wednesday, September 16 no later than 1:00 p.m. to schedule assistance.*

<b>FEES:</b>	Cars	\$4.00	Over 1 trip	\$8.00	Brush Only	\$5.00
	Vans and Pickups	\$8.00	Over 1 trip	\$16.00	Brush Only	\$15.00
	Trucks	\$30.00	Over 1 trip	\$60.00	Brush Only	\$15.00

Some helpful hints and the "rules of the road" for the cleanup:

- ⇒ Fees will be assessed at the gate, and volunteers will be on site to help you unload your cars.
- ⇒ For your safety, please stay on established road within the cleanup area, and do not enter any dumpster or rolloff.
- ⇒ You must have the registration coupon on the reverse of this flyer filled out before you enter the cleanup area. Volunteers at the site will tally your cost and accept payment before you enter. If you have brush only you may proceed to the brush site. The cleanup is for residents in the St. Anthony Park and Como Park Neighborhoods only. You may be asked for proof of residency if you do not present this flyer with it's mailing label intact.
- ⇒ Use this handy map to help you load your car so that your drop-off goes smoothly.
- ⇒ St. Paul residents only may drop off brush at any of the neighborhood cleanups. Fees are based on the amount of brush, up to \$5.00 per car load or \$15.00 per truck load. People with smaller or larger loads will be charged lower or higher fees.
- ⇒ Recycle as much as you can—refuse is landfilled.

